

**TOWN OF NORTHFIELD  
BOARD OF SELECTMEN  
Minutes of March 26, 2007**

- I. **ROLL CALL:** Chair Melvin Adams, Selectmen Roger LeClair, Kenneth Johnson, Charles Morse, and Gregory Sanders. Also present were Manager Nanci Allard, Clerk Samantha Baraw, Delinquent Tax Collector Laurie Baroffio, Sally Davidson (Recreation Board), Kathleen Lott (*Northfield News & Transcript*), Warren Hagy, Gerald Noyes (Conservation Commission), Lawrence Garland (Conservation Commission), Russ Barrett (Conservation Commission), Patricia Coppolino (Conservation Commission), Walter McKain (Conservation Commission), Diane McKain (Conservation Commission), Brenda Chamberlain (Conservation Commission), and Meg Donahue Davis (Conservation Commission).

Chair Adams called the meeting to order at 7:00 p.m.

II. **APPROVAL OF MINUTES**

- a. **March 12, 2007 (Regular Meeting).** Motion by Selectman Morse, seconded by Selectman Johnson, to approve the minutes. Motion passed 5-0-0, as amended. Public Participation – “Selectman Morse was uncomfortable discussing this in a public forum because...” Also, Chair would like to change the appointment of Selectman Sanders to the Town/Village Merger Committee and substitute Selectman Johnson, as Selectman Sanders was on three committees and Johnson only on one.

III. **APPROVAL OF BILLS**

- a. **Warrant #19-07:** Motion by Selectman Morse, seconded by Selectman LeClair, to approve Warrant #19-07 in the amount of \$53,004.41. **Motion passed 5-0-0.**

IV. **PUBLIC PARTICIPATION**

- a. **Chair Sally Davidson, Northfield Board of Recreation: Update.** Ms. Davidson found out that the minutes of the meetings had not been included in packets but will be in the future. She wanted to provide an update. They have received questions about ballroom dancing, shutting down the playground and renting the park for a day, and the Boys & Girls Club wanting to rent the playground and the pool during the summer program. There was no formula for payment to rent space such as for the summer program. There also are many ball games that go on at the parks where they charge the kids to play but no money goes back to the Recreation Department or to maintain the fields, etc. They have been working on job descriptions. There needs to be an upgrade to the playground. The Board will be looking for permission to hold a coin drop or a playground bazaar. Selectman Morse provided history on the hiring of the Pool Director: the position is announced, the application is received, once a selection is made, the person would sign a waiver for a background check prior to actually hiring. Frank Pecora does all the scheduling for the parks. There was concern of a men's league that was playing on the field where players weren't even from Northfield; the concern was that the men's league was taking priority over other leagues and games for residents of Northfield. Selectman Morse questioned the benches for the ice rink, would they be permanent or moveable? At this time they're going to be moveable. Is there a waiver or anyone who rents the fields or are they covered under our insurance policy? They are covered under the insurance policy. The Recreation Board will discuss who will come up with a formula for renting the parks and spaces, etc.
- b. **Patricia Coppolino: Northfield Conservation Commission.** Ms. Coppolino is interested in starting a Northfield Conservation Commission. There does appear to be a strong interest. They have put together an idea of what a conservation commission is. The commission can be appointed by the Selectboard or through Town vote. There are some activities such as creating a park or nature paths, etc. She has reviewed the Town Plan and that the Town Plan does include wanting to establish a Conservation Commission. The group has come up with a mission. The next meeting is Monday, April 30, 2007 at 6:30 p.m. at the Brown Public Library. They have not spoken to the Planning Commission or the Zoning Board of Adjustment yet. Selectman Johnson feels this would be a good idea but feels they should speak to those boards soon. Chair Adams stated that only way they could be commissioned in Northfield would be through a Town vote (unable to be appointed by Selectboard because we're not chartered). This would be beneficial because it gives the group an opportunity to speak to the groups and build support prior to a vote. The group would need to submit a plan to show that the commission has a plan some projects and estimated costs, etc. The Board would like to see copies of the minutes of their meetings.

**V. MANAGER'S REPORT**

**a. Status Reports: Various Projects**

1. **National Library Week.** Manager Allard stated that, in honor of National Library Week, Governor James Douglas will be in Northfield on Monday, April 16, 2007 to read to the children at the Brown Public Library at 10:15 a.m.

**VI. SELECTBOARD**

- a. **Tax Sale Attorney:** Delinquent Tax Collector Laurie Baroffio is requesting Board approval for an attorney to conduct the tax sale. The tentative date is mid-June. Motion by Selectman Morse, seconded by Selectman Johnson, to authorize the Delinquent Tax Collector to use the legal firm of Stitzel, Page & Fletcher to conduct tax sales. **Motion passed 5-0-0.** Ms. Baroffio will return to the Town with the list of those properties to be sold in case the Town would like to bid on any of them.
- b. **Town Maps RFP.** A draft bid proposal was completed. This will go to the Listers for their review and approval. There are two initiatives: one is the tax maps and the other is the GIS overlays. The RFP will be reviewed by the Selectboard prior to the next meeting.
- c. **2007 Liquor License Renewals:**
  1. **Norwich University.** Motion by Selectman Morse, seconded by Selectman LeClair, to approve the license. **Motion passed 5-0-0.**
  2. **South Village Mobil.** Motion by Selectman Morse, seconded by Selectman LeClair, to approve the license. **Motion passed 5-0-0.**
- d. **Executive Summary: AOT Annual Town Highway Plan.** Motion by Selectman Morse, seconded by Selectman LeClair, to approve the plan. **Motion passed 5-0-0.**
- e. **Executive Summary: McGovern Driveway Permit:** Motion by Selectman Morse, seconded by Selectman Sanders, to approve the permit. **Motion denied 0-5-0.** Item will be held for additional review for possible culvert; the Board would like Superintendent William Lyon to consider 15" or 18" culvert and resubmit.
- f. **Northfield Falls Cemetery.** The Northfield Falls Cemetery Association is unable to fund the cemetery and would like to dissolve. They would like to turn it over to the Town. There will be a meeting on May 8, 2007 and they will ask for the dissolution of the association. The Town Clerk's office would take care of contracting with Cemetery Superintendent Dominic Falzarano. Selectman Morse is not against taking this on but is concerned with this. There needs to be a discussion with the current contract to find out if we can take this on. The Board will need to consult with the association and the Town Attorney. Chair Adams appointed Selectmen Johnson and Morse to be on a subcommittee on this matter.
- g. **Town Service Officer Appointment.** Motion by Selectman LeClair, seconded by Selectman Morse, to appoint Mark Podgwaite to the Town Service Officer. **Motion passed 5-0-0.**
- h. **CVRPR Representative (and Alternate) Appointment.** Motion by Selectman Morse, seconded by Selectman Sanders, to appoint Arlington Supplee as the CVRPC Representative and Stephen Fitzhugh as the alternate. Amendment by Morse, seconded by LeClair, to amend to authorize the Manager to sign the confirmation form for the CVRPC. **Motion passed 5-0-0.**
- i. **Other Town Officials Appointments (Planning Commission, Fence Viewer, etc.):** Motion by Selectman LeClair, seconded by Selectman Morse, to appoint Daniel DiLena and Linda Hall to the Board of Recreation; Josh Nicosia and Johnnie Stones to the Planning Commission; and Tim Donahue III and Dexter Landers to the Zoning Board of Adjustment. **Motion passed 5-0-0.** Motion by Selectman LeClair, seconded by Selectman Morse, to appoint Jeffrey L. Shaw as First Constable; Russ Barrett as the Tree Warden; Fred White as the CVSWMD representative; and Clark Bothfeld as the Fence Viewer. **Motion passed 5-0-0.** Motion by Selectman Morse, seconded by Selectman Sanders, to appoint Roger LeClair as the Inspector of Wood, Shingles and as the Weigher of Coal. **Motion passed 4-0-1, with Selectman LeClair abstaining.** Motion by Selectman Morse, seconded by Selectman LeClair, to appoint Kenneth Johnson as the CVRPC Transportation Representative and Will S. Baker as the CVRPC Transportation Alternate Representative. **Motion passed 4-0-1, with Selectman Johnson abstaining.**

- j. **Grand Juror Vacancy.** Motion by Selectman Morse, seconded by Selectman LeClair, to appoint Police Chief Jeffrey Shaw as the interim Grand Juror until the deadline for applications (04/19/07) has passed. **Motion passed 5-0-0.**
  - k. **Joint Board Meeting:** It has been proposed that Joint Board Meetings with the Village Trustees should take place at least quarterly. Selectman Morse would like to note that there are many more boards that we should use to open communication. The Selectboard is proposing a Joint Board Meeting the second week of April.
  - l. **Merger Committee update.** Minutes of the last meeting (03/19/07) were included in packets.
  - m. **Status Reports: Various Projects:**
    - 1. **Financial Statements.** Budget questions on quarterly budgets should be emailed to Manager Allard and they will be answered in public forum.
    - 2. **Board of Listers.** The Listers spoke to the Board last meeting to discuss the concerns over coordination and communication between the Listers and the Manager. Selectman Sanders and Morse worked with the list of complaints that the Listers provided. The report was done through the review of records, interviews, etc.
- VII. **PUBLIC PARTICIPATION:** Non-agenda items: None.
- VIII. **EXECUTIVE SESSION:** Motion by Selectman LeClair, seconded by Selectman Morse, to go into executive session to discuss personnel issues. **Motion passed 5-0-0.**

The Board went into executive session at 8:45 p.m.

Motion by Selectman Johnson, seconded by Selectman Morse, to come out of executive session.  
**Motion passed 5-0-0.**

The Board came out of executive session at 9:25 p.m.

Motion by Selectman Johnson, seconded by Selectman LeClair, to receive the report prepared by Selectmen Sanders and Morse regarding the Board of Listers' complaints/grievances against the Town Manager. **Motion passed 5-0-0.**

- IX. **ADJOURNMENT:** Motion by Selectman LeClair, seconded by Selectman Morse, to adjourn. **Motion passed 5-0-0.**

The Board adjourned at 9:27 p.m.

Respectfully submitted,

*Samantha H. Baraw*

Samantha H. Baraw, Clerk

These minutes are subject to approval at the next regular meeting.